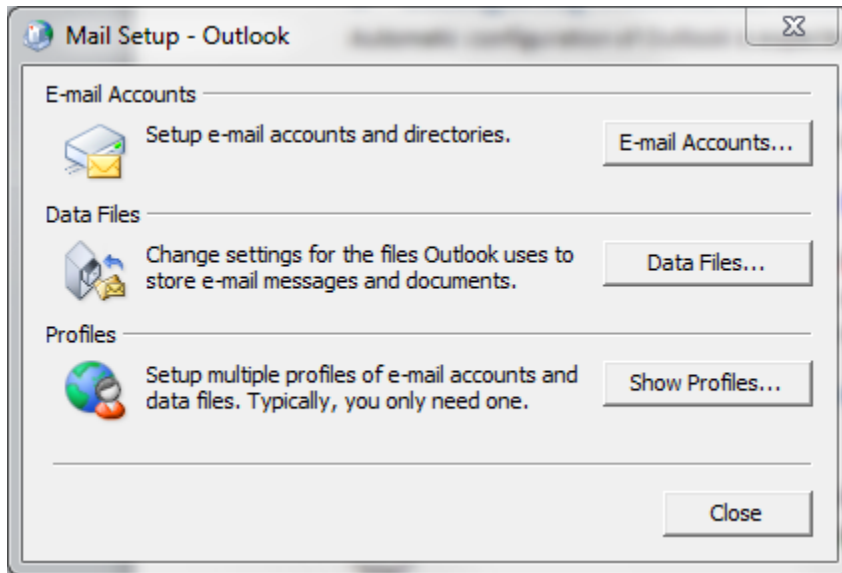


# 1 Configuring Outlook 2007 or 2010 for MAPI

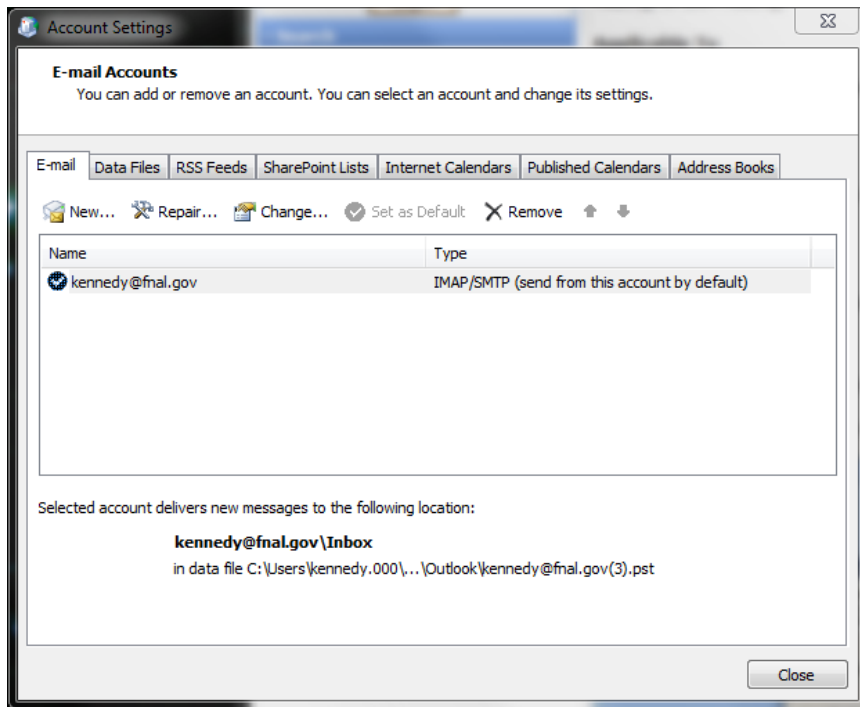
## 1.1 How to Create a Configuration Manually

WINDOWS:

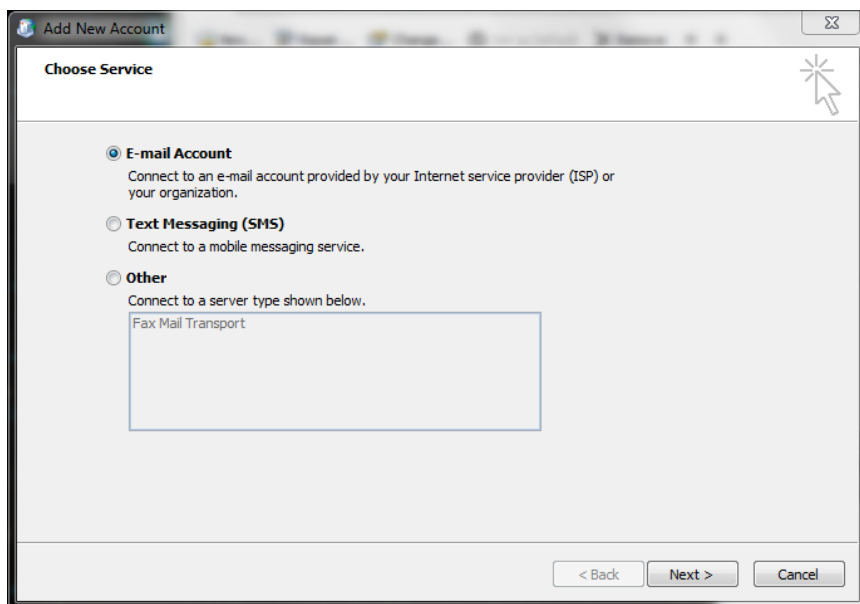
Exit Outlook. Unlike most procedures, the mail program should NOT be running for this to work. Select “Start” (as shown as a Windows icon), and “Control Panel”. In the Control Panel, select “User Accounts” and then select “Mail”.



Select “E-mail Accounts...”



Select "New..."



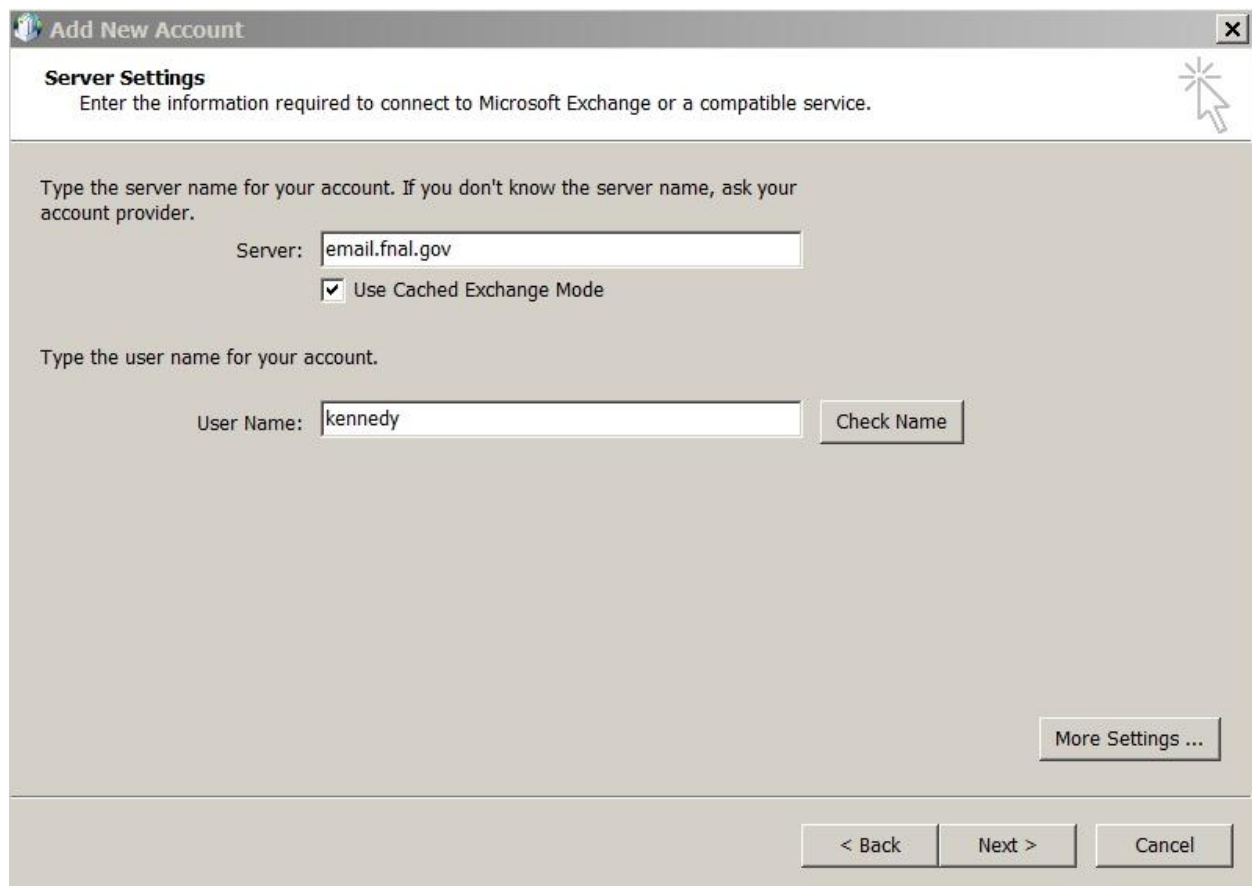
Select "Next >"

The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' tab selected. The dialog has a title bar with a close button. Below the title bar, the text 'Click Next to connect to the mail server and automatically configure your account settings.' is displayed. The main area contains three radio button options: 'E-mail Account' (selected), 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'E-mail Account' section includes four text input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

You should be able to fill out this “Add New Account” form and select “Next >” for Outlook to discover your email configuration. However, since this is the manual configuration procedure, we will select “Manually configure server settings or additional server types” and click on “Next>”.

The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' tab selected. The dialog has a title bar with a close button. Below the title bar, the text 'Choose Service' is displayed. The main area contains four radio button options: 'Internet E-mail' (with description 'Connect to POP or IMAP server to send and receive e-mail messages.'), 'Microsoft Exchange or compatible service' (selected, with description 'Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.'), 'Text Messaging (SMS)' (with description 'Connect to a mobile messaging service.'), and 'Other' (with description 'Connect to a server type shown below.' and a list box containing 'Fax Mail Transport'). At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

Select “Microsoft Exchange or compatible service” and click on “Next >”.



**Add New Account** [X]

**Server Settings**  
Enter the information required to connect to Microsoft Exchange or a compatible service.

Type the server name for your account. If you don't know the server name, ask your account provider.

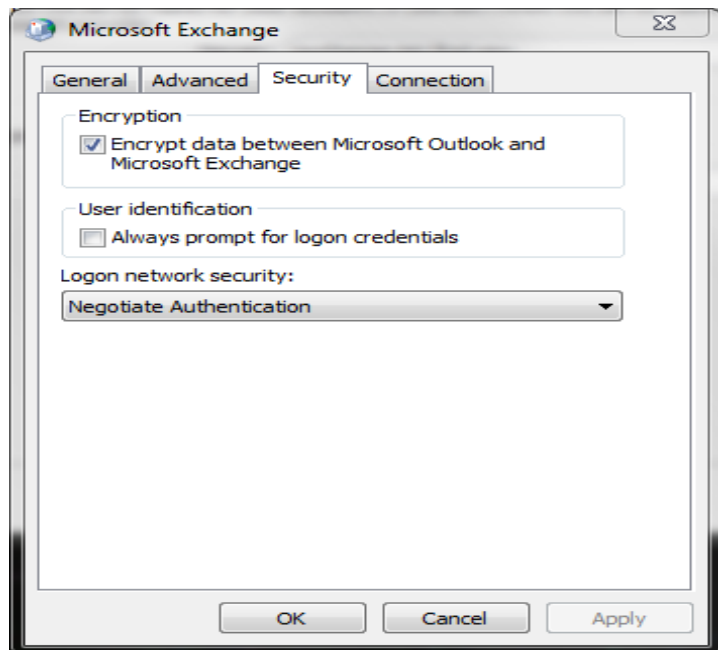
Server:

☒ Use Cached Exchange Mode

Type the user name for your account.

User Name:

Enter "email.fnal.gov" for the Server field, and your username. Then select "More Settings..."



**Microsoft Exchange** [X]

General | Advanced | **Security** | Connection

**Encryption**

☒ Encrypt data between Microsoft Outlook and Microsoft Exchange

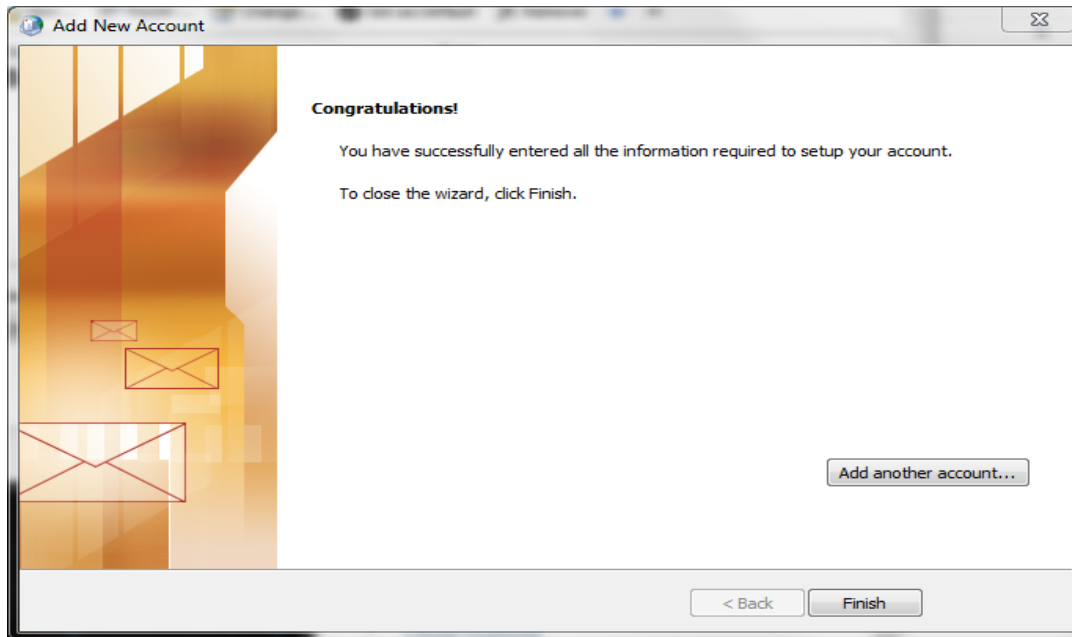
**User identification**

☐ Always prompt for logon credentials

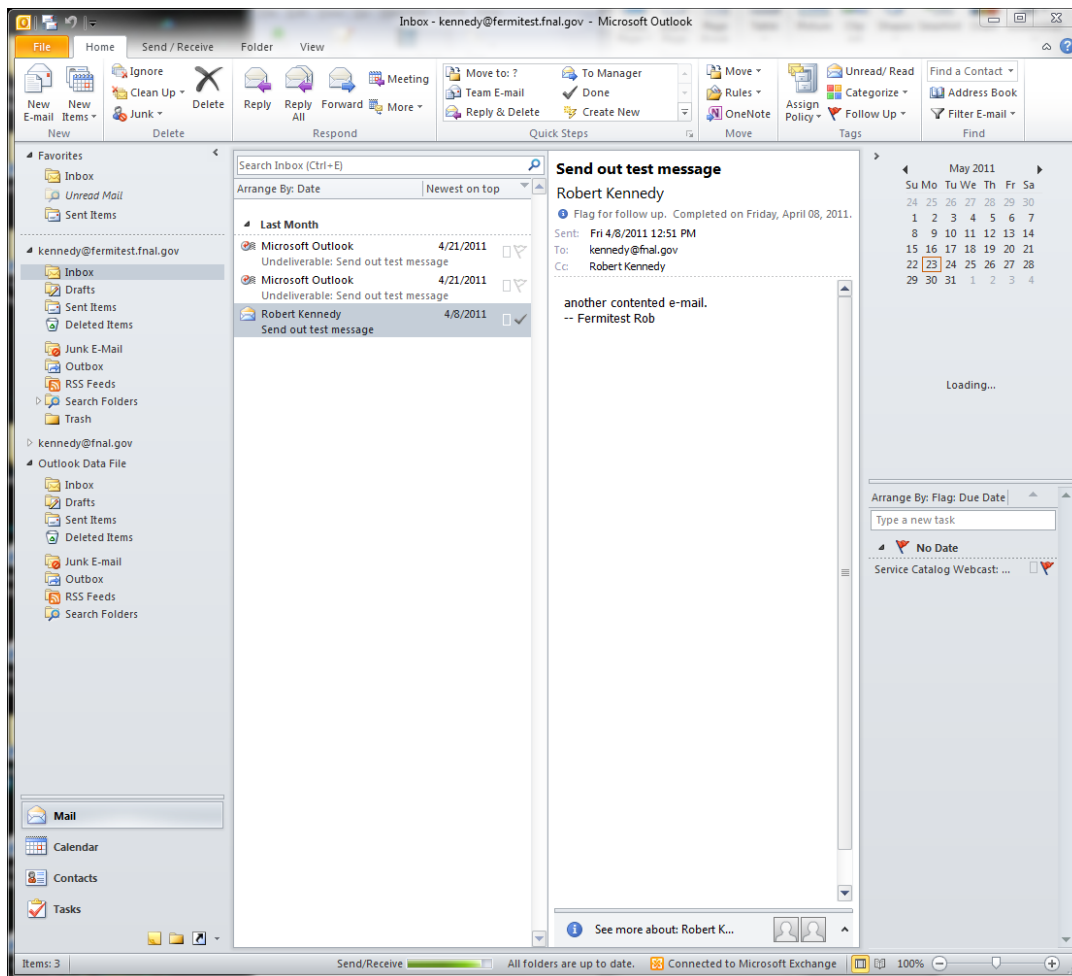
**Logon network security:**

Under the “Security” tab, be sure “Encrypt data between Outlook and Exchange” is checked, and the logon network security is set to “Negotiate Authentication”. Select “OK”. You will return to the “Add New Account” form, where you may now select “Next >”.

You will be prompted for your password to login to Exchange. Be sure to enter your SERVICES username as SERVICES\<username>.

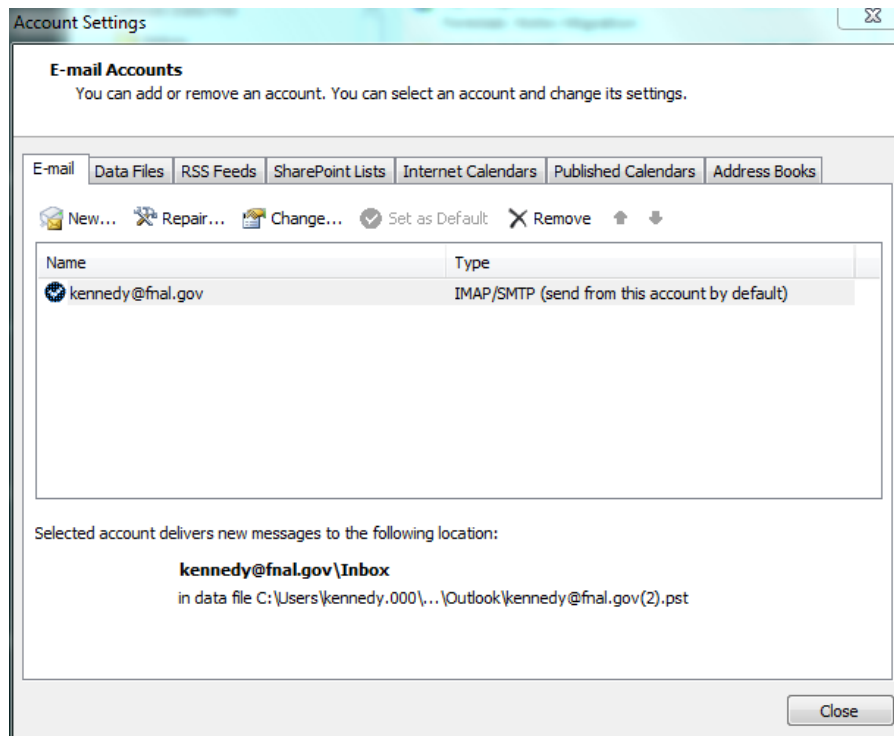


You may start Outlook. You will be prompted for your SERVICES password as Outlook starts.



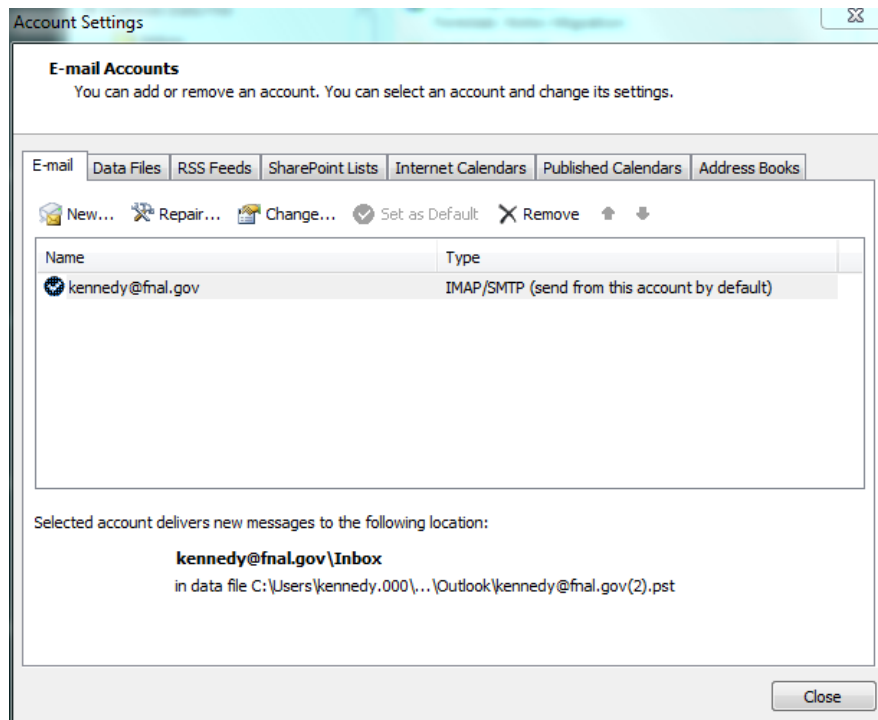
## 1.2 How to Remove a Configuration

Under the “File” menu option, select “Account Settings”. Select/highlight the e-mail configuration you wish to remove. Select “Remove”.



### 1.3 How to Check or Edit a Configuration

Under the “File” menu option, select “Account Settings”. Select/highlight the e-mail configuration you wish to remove. Select “Change...”.



You will then be able to view the settings in the “Change Account” panel.

